



Memo

to: New Employee or Guest

subject: Procedure for New Employee/Guest Orientation

Welcome to Brookhaven National Laboratory (BNL). Attached is a copy of the New Employee/Guest Orientation form, which includes information about Laboratory and departmental personnel and training requirements for your position. Your Supervisor/Sponsor has initialed the training courses that you must attend. These courses have been scheduled as indicated or will be scheduled today when you attend the General Employee Training. (These courses should be completed within your first week at BNL).

In addition to attending the courses scheduled, you should complete the "Administration" section of the form within your first week at BNL. This will be accomplished by attending all orientation and briefing sessions indicated on the forms and obtaining the appropriate signatures.

Bring this form to your Supervisor for a departmental briefing. During this briefing, you will be provided with departmental safety information, and be directed to other departmental personnel for additional safety briefings. Upon completion of each briefing session, have the form signed and dated.

After you complete the requirements on page one of the form, return with the original form to your Training Coordinator who will schedule any "Additional Required Training" that may be indicated for you. If you have any further questions about the procedure for completion of the New Employee/Guest Orientation form, please call your Supervisor or Training Coordinator.

PROCEDURES FOR COMPLETING NEW EMPLOYEE/GUEST ORIENTATION FORM

1. Complete the "General Information" section of the attached New Employee/Guest Orientation form.
2. In consultation with your Department Training Coordinator and/or ES&H Coordinator, determine which courses the new Collaborator is required to attend.
3. Complete the Supervisor's Section of the form.
4. Initial next to each required course in the "Supervisor's Initials" column on both sides of the form. If student has previously completed training requirements and training is still valid. Sign the form as indicated.
5. Forward the form to the Science Education Center, Building 438, to be included with the student's appointment paperwork.
6. Upon student's arrival, brief Collaborator on job related and departmental ES&H issues, and sign as indicated in Section #5 of form.
7. Direct the new Collaborator to the ES&H Coordinator, Facility Support Representative and Training Coordinator.